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DD/S Notice No. DEPUTY DIRECTOR (SUPPORT)  
NOTICE NO. TRAINING  
10 March 1955**AMENDMENT OF DELEGATION OF AUTHORITY  
TO APPROVE REQUESTS FOR EXTERNAL TRAINING**

**Rescission:** Memorandum from Deputy Director (Administration) to: General Counsel, Director of Security, Comptroller, Auditor-in-Chief, Chief, Logistics Office, Chief, Medical Office, dated 11 March 1954, subject: "Training at Non-CIA Facilities Under Public Law 110."

**1. GENERAL**

- a. The rescinded memorandum cited above had delegated to each Office Head and Staff Chief in the then Deputy Director (Administration) organization the authority to endorse requests for training at non-CIA facilities under Public Law 110, as well as individual career development plans. This delegation by the Deputy Director (Administration) was, in reality, a redelegation of the powers granted him under the provisions of CIA Regulation No.  "Training at Non-CIA Facilities Under Public Law 110." This step had been taken in the interests of expediting the process of External Training Requests which had been subject to considerable delay in their passage from the originator to the Director of Training.
- b. Experience since that date, however, indicates that there should be a further review of those Requests for External Training which have a high dollar value in terms of actual tuition contracted for, or in terms of a combination of tuition, per diem and travel costs. This additional review is also indicated for those external training courses which may have no actual tuition cost, and may not involve per diem or travel expense, but where the individual devotes full time on full salary to such training for a period in excess of seven weeks.

**2. POLICY**

- a. Accordingly, the delegation contained in the rescinded memorandum above is hereby modified, and the terms of the restated policy broadened to include the Offices of Training, Communications, and Personnel, to require that when a Request for External Training involves a direct or indirect expenditure of Agency funds, as outlined in Section 1.b above, in an amount in excess of \$175, the Request will be endorsed by the appropriate Office Head or Staff Chief and forwarded to the Deputy Director (Support) for concurrence prior to transmission to the Director of Training for final approval.

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- b. In all other instances where an Office Head or Staff Chief favorably endorses a Request for External Training in an amount less than \$175 under the delegation herein set forth, one copy of each Form 51-133, "Request for Training at Non-CIA Facility," shall be forwarded for information purposes to the Office of the Deputy Director (Support) at the time all additional copies are dispatched to the Director of Training.

### 3. EXCEPTIONS

Nothing contained herein shall be construed as a contravention of the review procedures established by the CIA Career Council in conjunction with the Office of Training, for the screening and selection of candidates for certain external training courses; e. g., The National War College, Department of Defense colleges and schools, Harvard University Advanced Management Program, etc.

L. K. WHITE  
Deputy Director  
(Support)

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